

## DOCTORAL SCHOOL

### THE RECTOR

**HAVING REGARD TO** Ministerial Decree no. 270 of 22 October 2004 on amendments to the regulations concerning the academic independence of universities, approved with Ministerial Decree 509/1999;

**HAVING REGARD TO** the Charter of the University of Milano - Bicocca, issued by Rector's decree no. 0010332/15 of 3 March 2015 and published in the Official Gazette of the Italian Republic - General Series no. 67 of 21 March 2015;

**HAVING REGARD TO** Law no. 240 of 30 December 2010, "Regulations on the organization of universities, academic staff and recruitment, and authorization to the government to promote the quality and efficiency of the university system";

**HAVING REGARD TO** Ministerial Decree no. 226 of 14 December 2021 "Regulation laying down rules for accreditation of doctoral venues and courses and criteria for the establishment of doctoral programs by accredited bodies";

**HAVING REGARD TO** the Regulations of PhD Programmes of the University of Milano - Bicocca, issued by the Rector's decree no. 21562 of 11 March 2022;

**HAVING REGARD TO** Ministerial Decrees no. 1916 of 20 July 2018, no. 805 of 28 November 2018, no. 912 of 15 October 2019, no. 554 of 28 August 2020, no. 625 of 31 August 2020, no. 969 of 23 July 2021, no. 1287 of 2 December 2022, no. 1353 of 12 December 2022, no. 1119 of 30 August 2023 and no. 1172 of 30 August 2023 by which the Ministry of University and Research (MUR), upon advice of the National Agency for the Evaluation of the University System and Research (ANVUR), has granted accreditation of the PhD courses held at the University of Milano-Bicocca;

**HAVING REGARD TO** Ministerial Decree no. 301 of 22 March 2022 "Guidelines on accreditation for PhD Programmes according to art. 4, paragraph 3 of the rules referred to DM no. 226 of 14 December 2021"

**HAVING REGARD TO** the resolutions of the Academic Senate at its meeting on 6 March 2024 and of the Board of Directors of the University of Milano - Bicocca at its meeting on 19 March 2024, concerning the establishment of PhD Programmes – XL - with administrative offices at the University of Milano - Bicocca and the funding of the related scholarships;

**HAVING REGARD TO** the resolution no. 189/2023/CdA of the Board of Directors of the University of Milano - Bicocca in the session of 18 April 2023, relating to taxes and grants for PhD courses for the 2022-2023 Academic Year;

**HAVING REGARD TO** Ministerial Decree no. 247 of 23 February 2022 concerning the increase of the PhD scholarships;

**HAVING REGARD TO** Law no. 33 of 12 April 2022 and to Ministerial Decrees no. 930 of 29 July 2022 and no. 933 of 2 August 2022 relating to the possibility of simultaneous enrolment in two courses of higher education;

**HAVING REGARD TO** the Rector's Decree no. 26712/22 of 29 March 2022 by which all the committees for the admission to the PhD programs of Milano-Bicocca University are authorized to meet always remotely or by videoconference. Besides the admission tests can be carried out remotely;

**GIVEN** the funding allocated under PNRR Mission 4, "Education and Research";

**GIVEN** the National Plan for Investments complementary to PNRR (PNC) established through Decree Law no. 59 of 6 May 2021, converted with amendments, by Law no. 101 of 1 July 2021;

**HAVING ASSESSED** the opportunity to start the selection procedures subject to accreditation and verification by the Ministry of University and Research (MUR) that the accreditation requirements are maintained;

**GIVEN THAT** the proposing Head of the Area certifies the regularity and legality of this act.

## HEREBY DECREES

### Article 1

#### (Purpose of the call for applications and general rules)

This call for applications governs the procedures for admission to PhD courses XL cycle, with administrative offices at the University of Milano-Bicocca.

Under Ministerial Decree 226/2021, the PhD Programmes may be activated subject to accreditation or verification by the Ministry of University and Research (MUR) that the accreditation requirements are maintained. Therefore, successful candidates may only enroll following the favorable outcome of such verification.

Amendments and supplements to this call for applications will be posted on the website of the University <https://en.unimib.it/education/doctoral-research-phd-programmes/applying-doctorate>.

By submitting the application for admission according to the procedures laid down in Article 4, the candidate accepts the rules contained in this call for applications. Any breach of these rules will result in exclusion from the selection process. In particular, candidates who do not upload their research project during the application, if requested (see Description sheets XL cycle), will not be admitted to the examinations.

All notices to candidates concerning this call for applications will be made by e-mail. For this purpose, the e-mail address specified by the candidate when registering on the website shall be used (art. 4).

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For each Program, in the description sheets attached to the call "Description sheets XL cycle" as an integral part of it, information is provided on the number of years of the program, the number of places available, with the specification of the number of scholarships, of training contracts and any other forms of financial support, financed from research funds or other resources of the University, including research grants. Also, the positions without a scholarship, how admission tests are administered, any positions reserved for special categories, and the option for candidates to choose whether to take the exams in Italian or another language.

## **Article 2**

### **(Admission sessions)**

The selection for admission to the phd programmes XL cycle is organized in two different sessions "Session I" and "Session II"

- ❖ Session I: date of publication 12 April 2024, deadline 14 May 2024
- ❖ Session II: date of publication 28 June 2024, deadline 23 July 2024

If necessary the University reserves the right to add an additional session.

Candidates may apply to both Session. Subjects enrolled on Session I positions are not eligible to participate in Session II selections. These subjects, if enrolled in Session II, will be automatically excluded from it after enrollment.

The same is to be considered valid for the eventual further session of the Call, candidates enrolled in the previous sessions will not be able to participate in the selections of the further session.

The beginning of academic activities is scheduled **for 1 November 2024** for candidates of both sessions.

<b>SESSION</b>	<b>APPLICATION DEADLINE</b>	<b>BEGINNING of ACTIVITIES</b>
Session I	14 May 2024 at noon (Italian time)	1 November 2024
Session II	23 July 2024 at noon (Italian time)	1 November 2024

The positions related to agreements signed after the publication of Session I will be offered in Session II provided the relevant agreements are signed at an appropriate time.

## **Article 3**

### **(Eligibility for admission)**

Those who are in possession of the following qualifications may apply for admission, without citizenship restrictions:

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1. post-graduate (second cycle) degree;
2. degree obtained under the laws in force before Ministerial Decree no. 509/1999 (old system degree);
3. master's degree issued by institutions that are part of the AFAM (advanced artistic and musical education) sector;
4. a foreign degree, as long as it is equivalent in length of studies, level, and subject area to the Italian degree required for admission to the course. The suitability of foreign qualifications is evaluated by the Selection Board. **In case the Degree is evaluated as non-eligible, the applicant will be excluded from the selection process.**

Students who have not yet obtained their degree may apply for both Sessions, provided they earn their degree by **31 October 2024**. Accepted students who fail to meet this requirement will lose their right to admission. Candidates who have not yet earned their degree are required to communicate, not later than 4 November 2024, the date and grade of the degree earned, by sending an e-mail to the Doctoral School Sector ([dottorati@unimib.it](mailto:dottorati@unimib.it)) that has in attachment the copy of their Degree or, if they are Italian or EU citizens, a statement in lieu of certification.

**Note: Undergraduates are considered those who have never obtained an academic degree referred to in points 1-4. Those who are already in possession of these qualifications and are enrolled in any second degree will enter the competition as graduates.**

**For those who have obtained more than one academic qualification (always referred to in points 1-4), the Selection Board will consider the first qualification obtained chronologically as the admission qualification.**

Those who are already enrolled in the same PhD program at this University cannot apply.

#### Article 4

##### (Submission of applications for admission and degrees)

To participate in the admission test, all applicants must submit their application online, directly from the website of the University of Milano-Bicocca, by accessing the Online Registry's Office – admission test ([https://s3w.si.unimib.it/esse3/Home.do;jsessionid=799529A209DA4827A976FDF63D4E3CF0.esse3-unimib-prod-01?cod\\_lingua=eng](https://s3w.si.unimib.it/esse3/Home.do;jsessionid=799529A209DA4827A976FDF63D4E3CF0.esse3-unimib-prod-01?cod_lingua=eng)).

No paper documents will have to be delivered to the offices.

The application must be submitted **no later than the deadline specified** here below:

SESSION	APPLICATION DEADLINE
Session I	14 May 2024 at noon (Italian time)
Session II	23 July 2024 at noon (Italian time)

The application has to be drawn up as a self-certification, for all legal purposes, under the art. 46 and 47 of DPR 445/2000 and further amendments and it is valid for all legal purposes.

The documents attached to the application (assessable qualifications) have to be drawn up as self-certifications or statements in lieu of affidavit as required by law and as indicated in the following tables A and B.

To this end, candidates may use the models of self-certification available on the website at <https://www.unimib.it/didattica/dottorato-ricerca/carriera/modulistica-dottorandi>.

Note: Pursuant to Article 40 of Presidential Decree no. 445/2000, as amended by art. 15 of Law no. 183/2011, qualifications issued by the public administration must also be confirmed through self-certification.

The statement made by the candidate, which for all purposes substitutes the certification, must contain all the elements needed to assess the qualification to be submitted and its truthfulness. Omission of any element shall result in the non-evaluation of the self-certified qualification. **Self-certifications are only valid if signed with an autograph signature.**

It is not necessary to produce the self-certifications of qualifications obtained or to be acquired at the University of Milano-Bicocca. Their acquisition will be carried out ex officio.

European candidates can produce the self-certifications duly signed, in Italian or English, as indicated in tables A and B. Non-Eu citizens, regularly residing in Italy, can produce the self-certifications, in Italian or English, only concerning states, facts, and personal data that can be certified or attested by Italian public authorities.

The application procedure consists of two phases:

1. **Registration on the University website**

([https://s3w.si.unimib.it/esse3/Home.do?jsessionid=799529A209DA4827A976FDF63D4E3CF0.esse3-unimib-prod-01?cod\\_lingua=eng](https://s3w.si.unimib.it/esse3/Home.do?jsessionid=799529A209DA4827A976FDF63D4E3CF0.esse3-unimib-prod-01?cod_lingua=eng)), at the end of which students are assigned a user name and a password; if the candidate already has the access credentials for the private area (for example if he/she is a student or a former student of Milano-Bicocca University), he/she can skip this step. These credentials will be needed later for registration if the candidate is admitted to the PhD program.

2. **Filling out the application for admission:** by using their personal credentials, applicants must login and select "Admissions."

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During the registration process, applicants must enter the details of their identity document and upload the ID document and an ID photo in digital format (bitmap or jpeg) **with a resolution of at least 300x400 pixels**. The following documents must also be uploaded (applicants are recommended to prepare the documentation in PDF files before registering for the tests. Every document must **not exceed the size of 25MB**):

**Tab. A**

<p><b>1. Signed curriculum vitae et studiorum, preferably in Europass format:</b>  <a href="https://europa.eu/europass/en/create-europass-cv">https://europa.eu/europass/en/create-europass-cv</a>  <b>Note</b> the information included in the curriculum vitae will not be assessed by the Selection.</p>
<p><b>2. Any publications in extenso or conference papers</b> (No self-certification)  Only publications produced in full will be evaluated. Texts or articles accepted for publication, within the deadline of the call, must be submitted together with the document of acceptance of the publisher.  <b>Note</b> Concerning the need to produce a signed statement in lieu of affidavit, attesting the conformity to the original document, we inform that this will happen automatically through the application.</p>
<p><b>3. Any self-certification of post-degree masters, training courses, advanced courses, specialization schools, any other second degrees</b>  <a href="https://www.unimib.it/sites/default/files/Dottori_di_ricerca/Dichiarazione_inglese_generica_2021.pdf">https://www.unimib.it/sites/default/files/Dottori_di_ricerca/Dichiarazione_inglese_generica_2021.pdf</a></p>
<p><b>4. Any <u>documentation</u> attesting to research and study collaborations. (No self-certification)</b></p>
<p><b>5. Any <u>documentation</u> related to periods of study and/or research abroad. (No self-certification)</b></p>
<p><b>6. <u>Self-certification</u> of the exams taken in Universities other than the University of Milano-Bicocca with relative marks (only for students who have not obtained their degree yet);</b>  <a href="https://www.unimib.it/sites/default/files/Allegati/Dichiarazione%20sostitutiva%20di%20certificazione_conseg.titolo%20ed%20esami.pdf">https://www.unimib.it/sites/default/files/Allegati/Dichiarazione%20sostitutiva%20di%20certificazione_conseg.titolo%20ed%20esami.pdf</a></p>
<p><b>7. The research project, where required (see Description sheets)</b>  <b>Note:</b> The research project discussed at the interview stage is not binding to the assignment of the actual thesis topic in case of admission to the programs.</p>

**Note:** If the foreign degree has already been declared equivalent to the Italian degree required for admission to the program (not mandatory), it is sufficient to attach a copy of the Decree of equivalence without adding the

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documentation referred to in table B. In this case, the title is an Italian title for all intents and purposes.

Candidates with a foreign degree must also upload the following documents:

**Table B**

<p><b>UE citizens with a foreign degree</b> (in addition to documentation listed in table A)</p>	<p><b>ExtraUE citizens with a foreign degree</b> (in addition to documentation listed in table A)</p>
<p>1. self-certification, according to D.P.R. n. 445/2000 as amended, of the foreign qualification obtained and comparable to the Italian qualification for length, level, and disciplinary area, required for admission <b>(mandatory)</b> <a href="https://www.unimib.it/sites/default/files/Dottori_di_ricerca/Dichiarazione_inglese_generica_2021.pdf">https://www.unimib.it/sites/default/files/Dottori_di_ricerca/Dichiarazione_inglese_generica_2021.pdf</a></p> <p>2. self-certification of transcript of records stating the scale of values to which the marks refer to <b>(mandatory)</b> <a href="https://www.unimib.it/sites/default/files/Dottori_di_ricerca/Dichiarazione_inglese_generica_2021.pdf">https://www.unimib.it/sites/default/files/Dottori_di_ricerca/Dichiarazione_inglese_generica_2021.pdf</a></p> <p>3. Diploma Supplement, certificate of comparability issued by CIMEA* or ENIC-NARIC, and any other documents that are deemed useful to assess the qualification eligibility for the selected course; alternatively the Statement of local validity is accepted too (not mandatory during application);</p> <p>4. Translation of the documents (at points 1 and 3) in Italian or English, if issued in a different language <b>(mandatory)</b></p>	<p>1. copy of the foreign qualification obtained and comparable to the Italian qualification for length, level, and disciplinary area, required for admission <b>(mandatory)</b></p> <p>2. transcript of records stating the scale of values to which the marks refer to <b>(mandatory);</b></p> <p>3. Diploma Supplement, certificate of comparability issued by CIMEA* or ENIC-NARIC, and any other documents that are deemed useful to assess the qualification eligibility for the selected course (not mandatory during application); alternatively the Statement of local validity is accepted too (not mandatory during application);</p> <p>4. translation of the documents (at points 1 and 3) in Italian or English, if issued in a different language <b>(mandatory)</b></p>

\* Candidates may take advantage of the agreement between the University of Milano-Bicocca and CIMEA (ENIC/NARIC network): <https://www.unimib.it/internazionalizzazione/informazioni-studenti-stranieri/attestato-comparabilita-cimea-italian-enic-naric>

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If the documentation produced does not clearly indicate the duration of the academic studies and/or the eligibility of the foreign qualification for access to the PhD program in the country of reference, or the scale of value to which the degree and exam scores refer, the Selection Board may deny admission to the tests or not evaluate the degree or exam scores.

Candidates with foreign qualifications are admitted to the selection process under the condition to produce if the application is successful, the Diploma Supplement or the certificate of comparability issued by CIMEA or ENIC-NARIC, as indicated in art. 12, alternatively the Statement of local validity is accepted too.

**Until the expiration of the call, candidates will be able to change, add or remove the submitted documents only before the completion of the application after which it will be impossible.**

For programmes that require submitting reference letters (see "Description Sheets XL cycle"), candidates will have to provide the e-mail address and telephone of the reference teacher/expert when filling out the online application; the reference Professor / Expert will receive an e-mail notification containing instructions on how to upload the reference letter, **strictly by 15 May 2024** for Session I and **strictly by 24 July 2024** for Session II. The candidate, in turn, will be notified when the letter has been uploaded; the letter, however, may only be viewed by the Selection Board. **The qualifications submitted must be possessed by the deadline of the Session. Declarations, titles, and publications or requests for modification of titles already deposited received once the Session is closed will not be considered.**

After completing this procedure, applicants must click the button PAYMENTS and pay € 10.00 as a fee to cover expenses using the PagoPA payment system.

The payment must be made by the dates indicated below under penalty of exclusion from the tests:

<b>SESSION</b>	<b>PAYMENT DEADLINE</b>
Session I	15 May 2024
Session II	24 July 2024

Only payments made within this final deadline will be considered valid and, therefore, any claim for non-payment or late payment, even if not attributable to the applicant, will be considered unacceptable.

Candidates can apply for multiple programs, but not for multiple curricula of the same program.

In case of application to more than one program the payment must be made for each application submitted.

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The payment receipt should be carefully kept by the applicant. The University Administration reserves the right to request it as proof of payment.

In no case will the above fee be refunded.

Citizens from Non-EU countries, who are not residents in Italy, are exempt from the fee for participation in the competitive examination.

Once the University of Milano-Bicocca has received the payment, candidates will be able to view and print, through the On-line Registrar's service, the registration receipt that has to be carefully kept.

Under Article 75 of Presidential Decree no. 445/2000, if, based on appropriate checks, the Administration finds out that the information provided by the candidate in his/her statement is false, the declarant shall forfeit any benefits obtained through a decision issued based on such false statement.

The university administration shall not be liable in the event of loss of documents due to errors in the residence, address, or e-mail notified by the applicant, failure or delay in notifying changes in such contact information, or telematic disruptions not attributable to the Administration's fault.

## Article 5

### **(Candidates with disabilities (DIS) or with Specific Learning Difficulties (DSA))**

Candidates with disabilities (DIS) or with Specific Learning Difficulties (DSA) can ask to benefit from the specific support by attaching the documents certifying their disability during application.

The disability certification must:

- be issued by INPS, according to Law no. 118 of 30 March 1971 (*civil disability*) or
- be issued by the public health authority responsible for the area, according to Law no. 104/92, as amended (disability statement)

The DSA diagnosis must:

- be compliant with the criteria set by the Consensus Conference (2011);
- contain the nosographic codes, the express name of the specific learning difficulty in question, contain the information necessary to understand the individual characteristics with indications of areas of strength and weakness;



- be issued by facilities of the NHC or by institutions or professionals accredited by the Regions and not more than 3 years if performed before the legal age of the candidate (art. 3 l. n. 170/2010 and subsequent State-Regions Agreement of 24 July 2012).

*\*Note: Given the current health emergency, outdated certifications will also be accepted. These certifications should be updated before enrolment (mandatory).*

For any additional supports arranged by the University, candidates will be contacted directly by Space B.inclusion.

Failure of the candidate to confirm by e-mail will be considered as a waiver of the requested supports.

For further information please contact Space B.inclusion, well in advance of examination, by writing to [supporti.ammissioni@unimib.it](mailto:supporti.ammissioni@unimib.it)

**Failure to submit the documentation online by the deadline specified in this call for proposals will not entitle the applicant to use the requested support.**

## Article 6

### **(Project scholarships and Apprenticeship in higher education contract)**

The description sheets for each PhD program ("Description sheets XL cycle") specify the scholarships or positions for the project, tied to the performance of specific research projects. The recipients of these positions are required to perform the specified research. More details on research projects can be found on the University website <https://en.unimib.it/education/doctoral-research-phd-programmes/applying-doctorate>.

Candidates for Session II are reminded to read the Integration Decree (referred to in art. 2) that may be published the day before the deadline of Session II of the Call, which will contain additional project scholarships. <https://en.unimib.it/education/doctoral-research-phd-programmes/applying-doctorate>

Similarly, in the description sheets ("Description sheets XL cycle") of each PhD program applicants can find the positions available covered by an Apprenticeship in higher education contract. These positions, tied as well to specific research projects, are reserved for successful candidates, eligible for that specific project, aged not over 29 years at the date of recruitment by the company.

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If in the description sheets of the courses project scholarships are available, candidates will be able to express their interest in maximum two project scholarships by selecting the acronym of the project/s or by completing a questionnaire.

Candidates will be able to express their interest in each course they apply to but in case of courses with different curricula only in one of them.

Such preferences will be binding.

If requested by the description sheet of the course, candidates will have to upload a number of projects equal to the number of preferences expressed, as stated in art. 6 of the Call.

Candidates compete automatically for the assignment of the University scholarships/scholarships funded by other external Bodies without topic.

## **Article 7** **(Admission tests)**

Admission shall take place according to the procedures described for each Program in the annex to this Call ("Description sheets XL cycle")

The selection procedure aims to ascertain the applicant's aptitude for scientific research and consists of an assessment of the qualifications of candidates combined with an oral examination, as established by each Academic Board.

Oral examinations are public.

The Selection Board has 80 points in total to assign.

20 points are reserved for the evaluation of the qualifications. Qualifications are assessed by the Selection Board before the oral examination. For each Program, if indicated in the relevant description sheet of a PhD Program, a minimum score may be requested to access the oral examination. If the minimum score in the assessment of titles is not reached, the candidates will not be admitted to the oral exam.

**The outcome of the assessment of the qualifications will also contain the breakdown of the candidates on the exam days and will be published on the University website on page <https://www.unimib.it/didattica/dottorato-ricerca/accedere-al-dottorato/informazioni-concorsi>.**

**This publication has the value of notification for all purposes.**

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A total of 60 points are reserved for the oral exam. At least 40 points in the oral exam are required to achieve eligibility.

The final score is given by the sum of the scores reported in the assessment of the qualifications and the oral exam.

### **Article 8 (Interview)**

The interview must take place remotely through a platform made available by the University, to this end candidates must indicate an e-mail account that the Selection Board will use for the video call.

Candidates must be available at the e-mail address, previously communicated, on the day indicated for the oral exam, according to the calendar represented in each Program Description sheet or the Qualification evaluation table, in case of subdivision of the exams into several days. The Selection Board may set a specific time for starting the interview in agreement with the candidate.

For identification and under penalty of exclusion from the competition, candidates, before the interview begins, must show an identity document, preferably the same one that was indicated during the admission phase.

A candidate may be excluded from the competition if he/she has failed to specify his/her e-mail address (account), the connection is not available, he/she cannot be found on the day or time set, or if he/she does not show a valid identity document. The University of Milano - Bicocca declines any responsibility if technical reasons prevent the regular conduct of the interview.

### **Article 9 (Grounds for exclusion)**

The submission of the application for admission, under the procedures referred to in art. 4, implies the acceptance by the candidates of the rules contained in this Call, failure to comply with them implies exclusion from the competition.

In particular:

- Failure to submit the research project, if requested (see "Description sheets XL cycle") entails non-admission and therefore exclusion from the examination tests.
- The evaluation of non-eligibility, by the Selection Board, of the academic degree obtained abroad entails the exclusion from the selection process.
- If the documentation produced does not clearly indicate the duration of the academic studies and/or the eligibility of the foreign degree for access to the doctorate in the country of reference or the scale of value to which the degree and exam scores refer, the Selection Board may deny admission to the tests or not evaluate the degree or exam score.

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- For identification and under penalty of exclusion from the competition, candidates, before the interview begins, must show an identity document, preferably the same one that was indicated during the admission phase.
- After completing the registration procedure, it will be necessary to make the payment of € 10.00 as a fee through the PagoPA payment system within the terms provided for in art. 4, under penalty of exclusion from the tests. Citizens from Non-EU countries, who are not residents in Italy, are exempt from the fee for participation in the competitive examination.
- A candidate may be excluded from the competition if he/she has failed to specify his/her e-mail address (account), the connection is not available, he/she cannot be found on the day or time set, or if he/she does not show a valid identity document. The University of Milano - Bicocca declines any responsibility if technical reasons prevent the regular conduct of the interview.
- If the candidate registered at Session II subsequently enrolls on a position in Session I, he/she will be automatically excluded from the competition for Session II (exclusion also provided for any further session).

#### **Article 10**

##### **(Selection Boards)**

The Selection Boards supervising the tests for admission to the PhD programs shall be formed and appointed following the laws and regulations in force.

If the need arises, the Selection Board may avail on external experts for a specific opinion. The appointment of experts can be arranged at the request of the Selection Board by the Procedure Manager.

#### **Article 11**

##### **(Merit rankings and registration procedures)**

The merit rankings of the eligible candidates are formed according to the decreasing order of the scores of the overall vote reported by each candidate and according to the sub-rankings of the project/topic. Rankings are published in the Official Register of the University and on the website <https://www.unimib.it/didattica/offerta-formativa/dottorato-ricerca/accedere-al-dottorato/graduatorie-rankings-40th-cycle>.

**Note: Only the merit rankings published on this website page shall be valid for admission to each PhD program. The publication is considered an official notification in all respects; accordingly, participants in the exams shall not receive any personal communication, except for filling a vacant position.**

The merit ranking lists will also specify the enrollment procedures for the PhD Programs.

The Committee's judgement concerning the ranking is absolute.



The positions will be allocated for each Session as follows:

**1. Assignment of positions for courses where there are only University scholarships/scholarships funded by other external Bodies without topic.**

In this case candidates shall be admitted to the program according to the merit ranking order and up to the number of positions available;

**2. Assignment of positions for courses where there are both University scholarships/scholarships funded by other external Bodies without topic and high Apprenticeship/project scholarship positions**

In this case the merit ranking order will also indicate whether candidates are included in the sub-rankings relating to the high Apprenticeship/project scholarship positions for which they expressed a preference.

Please note that all candidates compete for positions relating to University scholarships.

- High Apprenticeship/project scholarship positions will be assigned according to the relevant sub-rankings
- if a candidate is eligible for both a University scholarship/scholarships funded by other external Bodies without topic and a project scholarship (therefore the candidate is included in the relevant sub-ranking), generally the project scholarship will be assigned first
- if more candidates are included in the sub-ranking for the same project scholarship the Committee will assign the scholarship according to the merit ranking
- If a candidate is the winner of more than one project scholarship (therefore the candidate is included in the relevant sub-rankings) the Committee will decide which scholarship to assign
- University scholarship/scholarships funded by other external Bodies without topic will be assigned according to the general merit ranking.

**3. Assignment of positions for courses where there are University scholarships with topic and high Apprenticeship/project scholarship positions**

For these courses the assignment will be according to point 2 of this article.

**4. Assignment of positions/scholarships without candidates in the relevant sub-ranking**

In this case the Committee will assign the positions according to the general merit ranking. To assign as many scholarships as possible the Committee may modify, if possible, the topic or project of the position/scholarship re-assigned. In any case a not chosen scholarship will be assigned within the same course. As regards the courses with several curricula, if the number of candidates admitted to a curriculum is lower than the number of scholarships available, the remaining scholarships shall be awarded to candidates competing for other curricula, according to their respective merit rankings.

The positions without scholarship will be assigned as for the University scholarships/scholarships funded by other external Bodies without topic.

In the event of equal merit, both for places with and without scholarships, the younger candidate shall prevail. For scholarships funded of co-funded by PNRR, in the event of equal scores, gender balance is considered, that is, the gender prevailing among the candidates placed in a higher position in the same sub-ranking is a minority. In case of further equality, the less senior candidate prevails.

Any vacant positions will be offered to those who hold a useful position in the sub-ranking, with priority and in the general merit ranking. Candidates will be contacted by e-mail from the PhD School Sector.

If there are vacant positions with scholarships, candidates who had not accepted places without scholarship shall also be contacted, according to their merit ranking.

The merit rankings relating for the Session I will be scored to assign the scholarships and positions not assigned by early August.

In case of successful placement in more than one merit ranking in the same session, the candidate must choose only one PhD program.

- The reassignment of vacant positions will also be carried out if any of the admitted candidates waives or lapses from admission to the Program by 1 December 2024. In the case of waiver or forfeiture within this deadline, the PhD student has no right to the accrual of the scholarship.
- If a candidate is offered a Session II position and one of the Session I simultaneously as a result of scrolling, the candidate must decide which one to accept.

The enrollment must be carried out following the instructions published on the University website at <https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/applying-doctorate>. Failure to complete the enrollment procedure, within the terms indicated in the margin of the merit ranking, will result in the forfeiture of the right to admission to the Program.

## Article 12

### **(Additional provisions for students with foreign qualifications)**

Candidates with a foreign qualification admitted to the Program, if they have not submitted it during the admission phase, must submit within 60 days of enrollment, under penalty of career block and subsequent forfeiture, the diploma supplement in English, issued by the same institution that issued the qualification, drawn up according to

*Note: In the event of any inconsistency or discrepancy between the English version and Italian version of this Call, the Italian language version shall prevail.*

the model developed by the European Commission, the Council of Europe, and UNESCO/CEPES, or the certificate of comparability issued by CIMEA

<https://www.unimib.it/internazionalizzazione/informazioni-studenti-stranieri/attestato-comparabilita-cimea-italian-enic-naric> or by ENIC-NARIC centers.

As an alternative, it is possible to present the Statement of Local Validity for the qualification, issued by the Italian Diplomatic Representation in the country of the reference educational system under which the qualification was issued.

Those who intend to ask for the benefits of the right to study will have to produce the documents requested by the respective Call.

Presentation of a copy of the student/university entry visa or a copy of the residence permit is required.

**ATTENTION:** Non-EU citizens requiring a visa must necessarily pre-register on the University Portal <https://www.universitaly.it/> under the menu item "International students" to apply for an entry visa.

Enrolment is completed only upon issuance of the entry visa for study in Italy, which is the exclusive responsibility of the Italian Diplomatic Representations abroad, regardless of eligibility acquired through this Call.

For information on foreign qualifications and the enrollment procedures of foreign students consult <https://en.unimib.it/education/doctoral-research-phd-programmes/how-apply-phd-programme> or contact: [credential.evaluations@unimib.it](mailto:credential.evaluations@unimib.it) .

### **Article 13**

#### **(Commitment of PhD students)**

Enrollment in the PhD program involves a full-time and exclusive commitment. The Academic Board shall assess whether a candidate's occupation is compatible, provided it involves a limited time commitment.

The PhD student must participate in the activities planned in his/her curriculum, as indicated by the Academic Board, and must carry out the research assignments. The simultaneous enrollment in other graduate Programs is governed by the regulations in force.

### **Article 14**

#### **(Scholarships)**

The amount of the PhD scholarship is equal to € 16,243.00 per year gross of the social security charges borne by the fellow. The scholarship is exempt from local income tax and personal income tax (IRPEF).



All PhD students are awarded, from the first year, in addition to the scholarship and within the financial resources of the University, a budget for research activities in Italy and abroad adequate with the type of course and in any case equal to 10% of the amount of the scholarship itself.

Project Scholarships may only be awarded to candidates who have opted for them under art. 6 of this Call and have been deemed eligible by the Selection Board.

The amount of the scholarship is increased, for the period of stay abroad, by 50%, for a maximum period of 12 months, 18 in the case of jointly supervised theses or PhD programs in the associated form.

The period abroad is normally foreseen and therefore, if it is not carried out, adequate justification must be provided by the Academic Board.

The scholarship is granted for one year and is renewed for each year of the program, provided that the student passes the test for admission to the next year.

The scholarship is paid in monthly installments in arrears.

To take advantage of the scholarship, the winner must comply with the following requirements:

1. under art. 16, paragraph 17, of the Regulation of PhD Programs, the scholarship is compatible with other income, provided that the latter does not exceed the maximum ceiling provided by the Board of Directors of the University of Milan-Bicocca in compliance with the legislation. For the calendar year 2024, the gross annual personal income limit corresponds to the amount of the annual PhD scholarship awarded by the University of Milano-Bicocca;
2. scholarships cannot be combined with other scholarships, regardless of the reasons for which they are granted, except, where possible on the basis of the type of funding, those awarded by national or foreign institutions that can be used to supplement the training or research activity of the scholarship recipients, through periods of stay abroad.
3. candidates have not been granted any other scholarship for a PhD program, even if not complete.

For foreign winners, phd scholarship will be awarded only after receiving proof of obtaining the Italian tax code.

Public employees admitted to PhD Programs enjoy, for the normal duration of the Program, the leave provided for by collective bargaining or, for employees under public law, special leave for study reasons, compatible with the needs of the administration, under art. 2 of Law n. 476 of August 13, 1984, and subsequent amendments, with or without research scholarships and unless explicitly waived, only if they are enrolled for the first time in a PhD Program, regardless of the disciplinary field.

## Article 15 (Tuition and Fees)

The amount of fees required for access to and attendance at PhD Programs are approved annually by the Board of Directors.

For the academic year 2024/2025, unless otherwise approved by the Board of Directors, all PhD students are required to pay, at the time of enrollment, the sum of € 156.00, as specified below:

- Stamp duty € 16.00
- Regional tax for the right to study € 140.00

PhD students, recipients of PhD scholarships, have to pay the second installment, consisting entirely of the single contribution and defined based on the ISEE (Equivalent economic status indicator) and the calculation for Programs in the area of contribution A – merit students, from a minimum of € 0.00 up to a maximum of € 1,200.00, by 15 May 2025.

In order to correctly calculate the second installment, PhD students must obtain the ISEE certification for subsidies for the right to University study, by submitting the single statement in lieu of certification to CAAF (tax assistance) centers, other authorized entities, or the INPS website. The University will automatically receive the relevant data. The deadline for submitting the single statement in lieu of certification will be published on the following page <https://en.unimib.it/services/fees-and-funding>.

Under art. 8, paragraph 2, of the Decree of the President of the Council of Ministers no. 159 of December 5, 2013, the family unit of the applicant for the benefits for the PhD Program is formed exclusively by the same applicant, by the spouse, by the children under the age of 18, as well as by the children of legal age, according to the rules referred to in paragraphs 2 to 5 of art. 3, and in any case without prejudice to the possibility for the beneficiary to constitute the family unit according to the ordinary rules referred to in art. 3.

For more detailed information on ISEE declarations for those enrolled in PhD Programs, and in particular for foreign students or for Italian students residing abroad, see the University website at <https://en.unimib.it/services/fees-and-funding>.

## **Article 16**

### **(Obtaining the qualification)**

The PhD qualification is awarded upon completion of the PhD Program, upon passing the final examination, which involves the submission of a written thesis (PhD thesis) giving proof of original research work that has produced significant scientific results.

## **Article 17**

### **(Applicable law)**

For all matters not covered in this Call for applications, the laws and regulations on PhD Programs shall apply.

## **Article 18**

### **(Processing of personal data)**

The data will be processed under Legislative Decree No. 196 of 2003 (personal data protection code) and its amendments and additions, as well as EU Regulation no. 2016/679 (General Data Protection Regulation, GDPR). The complete information on the processing of personal data can be consulted at the following link <https://www.unimib.it/informativa-studenti>.

## **Article 19**

### **(Procedure Manager)**

Under Law no. 241 of 7 August 1990, the Procedure Manager of this Call for applications is Dr. Raffaella Citriniti, Research Area and Third Mission, Head of PhD School Sector (Piazza dell'Ateneo Nuovo, 1 - 20126 Milan). Candidates are entitled to exercise the right to access the procedure records under the law in force. The request, addressed to the Procedure Manager, must be sent to the Protocol Office - Piazza dell'Ateneo Nuovo, 1 - 20126 Milan.

## **Article 20**

### **(Contacts)**

PhD School Sector: [dottorati@unimib.it](mailto:dottorati@unimib.it)

International Affairs Division: [visa.applicationforstudy@unimib.it](mailto:visa.applicationforstudy@unimib.it)



The Rector

Giovanna Iannantuoni

*(Digitally signed pursuant to art. 24 of Legislative Decree 82/2005)*

UOR Research Area and Third Mission

Head of the Research Area and Third Mission

Dr. Andrea Riccio

Head PhD School Sector and Procedure Manager

Dr. Raffaella Citriniti